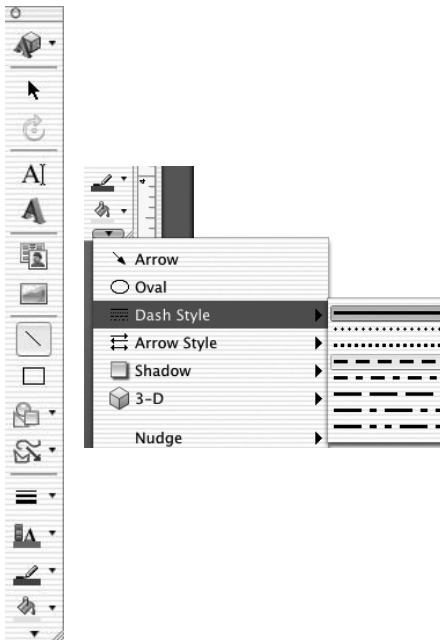
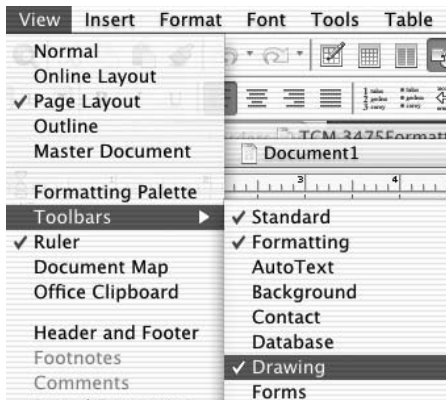


Summary

You can use a *Microsoft Word* file to add not only letters and numbers, but also shapes and lines. These can be used for illustrations, diagrams, maps, and other graphic organizers. Shapes and lines can be moved and formatted to be included in a file of any kind.



Quick Tip

You might want to add a line around the entire page. Do this by adding borders to a file. Borders may be used to create brochures, invitations, flyers, and other kinds of files. Click **Format** on the Menu bar and choose **Borders and Shading**.

Step-by-Step Directions

Inserting Shapes

1. Click **View** on the Menu bar and choose **Toolbars>**.
2. Select *Drawing*.
3. Click on the **Autoshapes** button on the *Drawing* toolbar.
4. You can insert shapes from any of the options listed.

Inserting Lines

1. Use the *Drawing* toolbar.
2. Click on the **Line** button.
3. Drag and move the mouse to "draw" your line.
4. Use the **Line Style** button to change the style of your line.